

**Maryland Energy Administration
EmPOWERing Clean Energy Communities
Low-to-Moderate Income Grant Program**

Overview

In Fiscal Year 2010, the Maryland Energy Administration (MEA) has approximately \$3.2 million in EmPOWERing Clean Energy Communities grant funds available through the Strategic Energy Investment Fund (SEIF) for entities that serve Maryland's low-to-moderate income households. The EmPOWERing Clean Energy Communities grants will be competitively awarded to energy efficiency projects that generate significant energy savings, with the financial benefits of the energy savings being passed on to Maryland's low-to-moderate income residents.

In order to ensure an equitable distribution of grant funds, each Maryland county (or county equivalent) has been appropriated an allocation of EmPOWERing Clean Energy Communities grant funds based on the number of low-to-moderate income households residing in the respective county (or county equivalent). Grant funds will be awarded competitively within the applicant pool for each respective county. Grant funds may be reallocated if sufficient qualified proposals are not received from all counties.

County Allocations

Allegany	\$54,500	Harford	\$106,500
Anne Arundel	\$206,500	Howard	\$83,000
Baltimore City	\$439,000	Kent	\$50,000
Baltimore County	\$437,500	Montgomery	\$438,000
Calvert	\$50,000	Prince George's	\$490,000
Caroline	\$50,000	Queen Anne's	\$50,000
Carroll	\$64,000	St. Mary's	\$50,000
Cecil	\$50,000	Somerset	\$50,000
Charles	\$69,500	Talbot	\$50,000
Dorchester	\$50,000	Washington	\$86,000
Frederick	\$119,500	Wicomico	\$56,000
Garrett	\$50,000	Worcester	\$50,000

General Information

The 2010 EmPOWERing Clean Energy Communities low-to-moderate income grant program is being operated on a county-by-county basis. If an applicant wishes to apply for grants in multiple counties, a **SEPARATE** grant application must be submitted for each county.

Please complete all sections of the application. If a particular question does not apply to your project, write "not applicable" in that section. During the review process, MEA may request additional information and will set deadlines for future submittals.

Grant Project Period

MEA anticipates that grant agreements will be available for signature by approximately **March 1, 2010**. All grant funds must be spent and invoiced by no later than **September 30, 2010**. While completing your grant application, please plan on developing a project that can be completed within the grant period described above.

Eligible Applicants

The following organizations are eligible to receive funding through the 2010 EmPOWERing Clean Energy Communities low-to-moderate income grant program:

- Local governments (counties and/or municipalities)
- Incorporated non-profit organizations
- Homeowners associations as defined by Title 11B of the Real Property Article, Code of Maryland
- Condominium associations as defined by Title 11 of the Real Property Article, Code of Maryland

Non-profit organizations must include a description of their organization in the grant application. Additionally, proof of incorporation must be included as an attachment to the grant application.

Homeowners associations and condominium associations must provide a description of the association in the grant application. Additionally, a copy of the declaration that the association has filed in the respective county's land records must be included as an attachment to the grant application.

Eligible Use of Grant Funds

Grant funds must be used to fund energy efficiency projects that benefit Maryland's low-to-moderate income population. For the purposes of this application, low and moderate income households are defined as households with total household incomes that are less than 60% and 85%, respectively, of the median statewide income in Maryland. State income levels can be found on the Maryland Department of Housing and Community Development website at <http://www.mdhousing.org/Website/home/document/IncomeRentLimits2009.pdf>.

Grant applicants do not have to receive the energy benefits directly (for instance, a non-profit organization could apply for a grant to make energy efficiency improvements in a multifamily residential building where the residents are responsible for paying utility bills).

Grant funds may be used for the following project related costs:

- (1) The costs of implementing projects, including the costs of necessary technical assessments, studies, surveys, plans and specifications, start-up, architectural, engineering, and other special services;
- (2) The costs of procuring necessary technology, equipment, licenses or materials;

(3) The costs of training and consumer education; and

(4) The costs of construction, rehabilitation, or modification related to a project including the purchase and installation of necessary machinery, or equipment.

The emphasis of this grant is to implement projects that produce measurable energy savings. For this reason, the eligible activities described in items 1-3 above should be a limited portion of the budget used in support of the activities described in item 4.

As a condition of the grant award, all grant recipients must agree to not discriminate in any manner against an employee or grant beneficiary because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or disability of a qualified individual with a disability.

Administrative Costs

Administrative costs associated with program oversight and billing are allowable through the EmPOWERing Clean Energy Communities grant program but must not exceed more than 10% of the grant award. If you wish to include administrative costs in your grant proposal, please provide a detailed description of how the administrative funds are going to be used in your proposed project.

Project Funding

There is no upper or lower limit on the amount of funds for which an applicant may apply except for the county-by-county allocations described above.

To comply with the Strategic Energy Investment Fund statute, low income residents cannot be charged for participation in programs that receive EmPOWERing Clean Energy Communities low-to-moderate income grant awards.

Grants may be made in conjunction with, or in addition to, financial assistance provided through other State or federal programs. In all cases, grant funds must supplement, and not supplant, other funding sources.

Grantees are encouraged to make a contribution to the project, acceptable to the Administration, which may take the form of:

- 1) Cash
- 2) Contribution of in-kind services acceptable to the Administration
- 3) Contribution of equipment, labor, or materials for use in the project

Evaluation Criteria

After dividing the grant proposals up on a county-by-county basis, proposals will be evaluated using three primary criteria:

- 1) Annual Energy Savings
- 2) Impact on Maryland's low-to-moderate income residents
- 3) The ability of the project to be completed and invoiced during the proposed grant period

In order for a grant to be evaluated favorably, the application should include detailed, quantifiable energy savings. All assumptions should be clearly outlined.

MEA will also factor job creation, job training, and financial contributions from the applicant organization in the grant evaluation process.

Application Submission

Applicants are advised to review the application and supporting documents carefully. Application materials will be posted on the Maryland Energy Administration website:

<http://www.energy.state.md.us/incentives/state-local/empowercleanenergycommunities.asp>

Applications must be submitted to the Maryland Energy Administration by no later than **Monday, January 11, 2009**. No late applications will be accepted.

For any project occurring in multiple counties, a separate application must be submitted for each county. Combined applications for multiple counties will not be evaluated.

Instructions for Submitting Applications:

Applications are to be submitted via Email to the Maryland Energy Administration at

EmPower@menv.com

Applications should be submitted as PDF files or as *Word 1997-2003* files.

While electronic applications are preferred, paper applications will be accepted but they must be received by MEA prior to the application deadline. Paper applications should be addressed to:

Maryland Energy Administration
Attn: EmPOWERing Clean Energy Communities Grant Program
1623 Forest Drive, Suite 300
Annapolis, MD 21403

No applications will be accepted after the deadline.

Grantee Responsibilities

Grantees will be required to enter into a grant agreement with MEA. Once grants have been awarded, grantees will be responsible for submitting the following reporting documents to the Maryland Energy Administration, as a condition of the grant award:

- 1) Monthly Grant Progress Reports
- 2) Final Grant Report

MEA is transitioning to online project reporting so grant applicants should be prepared to submit electronic monthly and final grant reports through an internet portal. Additional information related to reporting requirements will be provided with grant awards.

Grant Invoicing

All EmPOWERing Clean Energy Communities grants will be distributed through a reimbursement process. The grant recipient will need to generate an invoice and then send the invoice, as well as any supporting documentation, to MEA in order to receive grant funds. Supporting documentation indicating funds expended, such as a copy of the vendor invoice or a receipt should be provided to MEA with the invoice.

Questions

Grant application questions should be directed to Jenn Gallicchio, the Community Energy Efficiency Program Manager, at jgallicchio@energy.state.md.us.